

**ADMINISTRATIVE  
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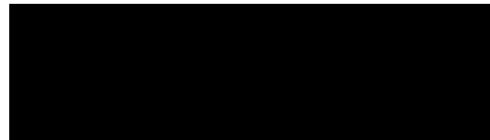
8 October 1971

MEMORANDUM FOR: All Chiefs of Support  
All Chiefs of Personnel

SUBJECT : Retirement Information Seminar

1. A Retirement Information Seminar will be held in the Headquarters Auditorium on October 19, 22, 26 and 29, from 0900 to 1200 each morning. This Seminar has been designed principally for employees who are scheduled to retire five years hence, in 1976. Each of these employees has been sent a personal invitation to attend.

2. Other employees who wish to attend all or part of the Seminar may do so. A Headquarters Bulletin was prepared last month to extend an invitation to attend to employees who are interested. Since it appears that this Bulletin will not be distributed until some time during the week of October 10th, I am sending this memorandum to you for your information and so that you may get "the word" around to as many interested employees as possible. I should appreciate very much any effort you might make to publicize the Seminar.



Deputy Chief  
Retirement Affairs Division

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SAC, DES  
Room 7D16  
Headquarters

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORM  
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